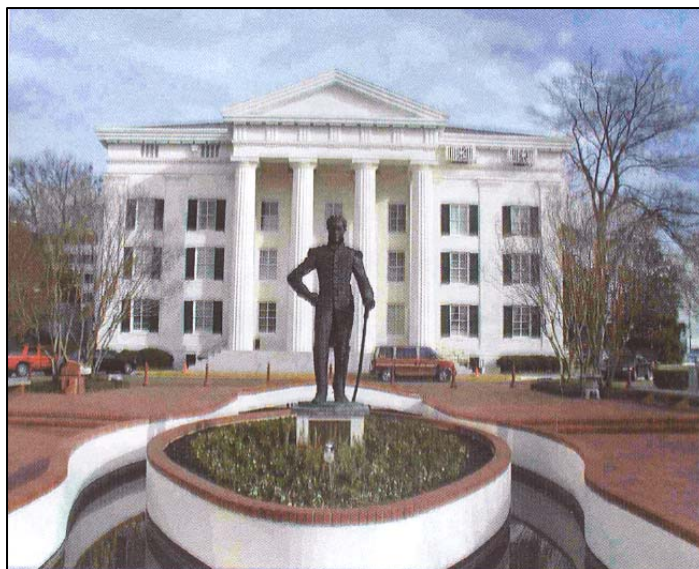


CITY OF JACKSON

DEPARTMENT OF PLANNING AND DEVELOPMENT



WORKFORCE HOUSING PROGRAM DEVELOPER MANUAL

Administered by:
The Department of Planning and Development
Office of Housing and Community Development

200 South President Street
P.O. Box 17
Jackson, Mississippi 39205
Telephone: (601) 960-2155
Fax: (601) 960-6712
www.city.jackson.ms.us

Office of the Mayor
Harvey Johnson Jr., Mayor



219 South President Street
Post Office Box 17
Jackson, Mississippi 39205-0017
Telephone: 601-960-1084
Facsimile: 601-960-2193

Greetings:

As Mayor of the City of Jackson, I thank you for your interest in developing affordable housing in our city. Homeownership is certainly the cornerstone of stability for families, and we have a commitment to expand opportunities in Jackson. Affordable housing is vital to meeting the needs of our citizens and improving the socio-economic fabric of our city and the surrounding areas.

As part of our commitment to new and affordable housing, the City of Jackson is providing incentives to housing developers who wish to participate in this grassroots initiative. These incentives include offering city-owned and tax-forfeited properties at very little cost to developers who plan to construct affordable, single-family houses for persons with low to medium income levels.

Our city is actively seeking housing initiatives that will enhance neighborhoods, increase the tax base and ultimately improve the quality of life for families in the City of Jackson.

We welcome your questions about the development of affordable housing in the Capital City and will provide any technical assistance you may require.

For more information, please contact the Office of Housing and Community Development at (601) 960-2155.

Sincerely,

A handwritten signature in dark ink, appearing to be "HJ", is written over the printed name "Harvey Johnson, Jr.".

Harvey Johnson, Jr.

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OVERVIEW

There's no better way to sample the South than Jackson, Mississippi. A blend of the old and the new, Jackson offers glimpses of the past while looking ahead to the future. From fabulous history, art and science museums to world-class exhibits and performances, Jackson is a secret full of surprises!

Mississippi's Capital City is conveniently located at the crossroads of Interstate 55 (north-south) and Interstate 20 (east-west) in the heart of our "Hospitality State." As the center for the Metro Jackson area, home to more than 425,000 people, the city of Jackson is steeped in history, music, performing arts, sports, and our truly Southern way of life.

HISTORY

Jackson was founded in 1821 at the site of a trading post that was situated on a "high handsome bluff" on the west bank of the Pearl River. Legend tells that the trading post was operated by a French-Canadian trader named Louis LeFleur, and the town originally was called LeFleur's Bluff.

The Mississippi state legislature wanted the seat of government moved out of the Natchez area and into a more central location. It commissioned three men to locate an ideal place for a town that could become the state capital.

After surveying areas north and east of Jackson, Thomas Hinds, James Patton, and William Lattimore proceeded southwest along the Pearl River until they came to LeFleur's Bluff in Hinds County. Their report to the General Assembly was that this location had "beautiful and healthful surroundings, good water, abundant timber, navigable waters, and nearness to the Natchez Trace."

A legislative act dated November 28, 1821 authorized the location to be the permanent seat of government for the state and that it would be named Jackson, in honor of Major General Andrew Jackson who would later become the seventh president of the United States.

The building of a new state house had top priority and a \$3,500 contract was awarded to build Mississippi's first capitol, a two-story brick structure 40 feet by 30 feet.

Shortly after the adoption of the Constitution of 1832 that ensured that Jackson would be the permanent capital, the Mississippi legislature authorized the construction of a new and much larger house of government.

This magnificent example of Greek Revival architecture remained the seat of state government until 1903. It lay dormant for several years, and then served as state offices until the late 1950s. Having survived several threats of destruction, the Old Capitol was lovingly restored and opened to the public as a state historical museum in 1961. A third capitol building, referred to as the "New Capitol," was completed in 1903. This magnificent structure, patterned after the National

Capitol, is a major tourist attraction today, as well as the focus of Mississippi state government activities.

Two other buildings are worthy of note. The Governor's Mansion, authorized in 1839 and completed in 1842, is the second oldest residence of its type in the nation and is listed in the National Register of Historic Places. Jackson's City Hall, built in 1846 for less than \$8,000, is still the working seat of municipal government after more than 140 years. The massively-columned three-story building and the gardens that surround it are two of the most photographed locations in the city.

Jackson's growth in the 1800s was slow and sometimes painful. During the Civil War, the town was ravaged and was burned three times by Union troops under the command of General William Tecumseh Sherman. Surprisingly, the City Hall was spared the torch. It was rumored that Sherman bypassed the building because it housed a Masonic Lodge and that the Union leader was a Mason. More likely its use as a hospital was the reason the building was not burned.

Although less than 8,000 people lived in the Jackson area at the turn of the century, its population began accelerating rapidly after 1900, and it is now one of the dynamic growth areas of the Sunbelt. In 1990, the population of the Metropolitan area rose to 395,396. It is a major distribution center with a prime location equal distance between Memphis and New Orleans, north-south, and between Dallas and Atlanta, east-west.. As a major distribution center, efficient transportation facilities are a must. Eight major air carriers -- American Eagle, ASA, Comair, Continental Express, Delta, Northwest Airlin, US Airways Express, and Southwest Airlines provide service in the Jackson International Airport and Hawkins Field. The Illinois Central Gulf Railroad and scores of major truck lines provide freight service to all parts of the nation.

Jackson boasts two regional shopping malls and numerous multi-store centers. One is so uniquely designed that it is also a favorite tourist attraction.

Eleven hospitals, including the nationally renowned University of Mississippi Medical Center, provide diagnosis and treatment for nearly every possible physical and emotional ailment.

Jackson is on the forefront of technology, particularly in the telecommunications field. The Southeast's most advanced, state-of-the-art conference center is located in downtown Jackson, Mississippi. Offering video conferencing, wireless data services, and more, this 74,000 square-foot center will change the way you do business forever. You can book your next function there by calling 601-960-2321 for more information.

Every major church denomination is represented in the city and there are more than 400 houses of worship scattered throughout the 105 square miles of community. An excellent public school system is an integral part of the area, and seven colleges and junior colleges are located within 15 miles of Jackson's center.

Residents are extremely proud of their Southern hospitality and "quality of life." Community support is strong for a symphony orchestra, an opera company, and two professional theater groups.

INTRODUCTION

Abandoned properties are a plague across the United States, from rust belt cities like Detroit to small towns like Waterloo, Iowa. In Sunbelt cities like Houston, New Orleans, and Jackson, abandonment is a major problem, as investment flows to the periphery, leaving the older, inner neighborhoods behind.

The City of Jackson has established an annual unit production goal of 1800 new housing units to be successful in turning around the decay in its housing stock. This production goal includes new construction, infill development, and rehabilitation. This goal is reasonable and achievable.

Several factors have affected the ability of the City to impact housing decline. Recent legislation passed by the State Legislature allows the City of Jackson to give clear title to properties acquired thru tax sales and liens. This legislation (H.B. 1150) became effective on July 1, 2007.

The City Council also adopted a Land Bank Policy on July 29, 2007 that establishes a process for individuals, non-profit housing developers, and for-profit housing developers to acquire city owned parcels for affordable housing development.

The City of Jackson has over 730 parcels of property that that can be acquired by Land Bank Housing Developers. Additional parcels are available from the State. This manual outlines the process used to implement this program.

APPLICATION PROCESS

A party interested in Land Bank property must submit an application to the Department of Planning and Development, Office of Housing and Community Development to become a certified housing developer. (See Application 1)

The Land Bank Committee will evaluate the application and determine if the applicant qualifies to be certified as a housing developer. The applicant will be notified within thirty days of receipt of the application by the City of Jackson.

The applicant enters in to a preliminary agreement to develop certain parcels that have been mutually agreed on with City Planning staff.

The Office of Housing /City Planning requests the tax parcels from the State of Mississippi to make available for redevelopment.

Once the State of Mississippi submits a letter of intent to the City, the property is submitted to various City departments and to the Surplus Property Committee for surplus property disposition.

Once the parcel(s) has been declared surplus, the Office of Housing and Community Development shall send notice to the applicant that the land is available.

The applicant then submits a development proposal for the land bank property and a certified letter of credit from a FDIC regulated institution, an institution certified by the Mississippi Department of Banking and Finance, or a legal and verifiable funding source.

After reviewing the development proposal based on the criteria above, the Office of Housing and Community Development either approves or rejects the development.

After approval by the Office of Housing and Community Development, the City may convey the property in accordance with Mississippi Code Sec. 21-17-1.

Upon receipt of the property, the recipient then has two years to complete the project as approved by the Department of Planning and Development. Construction shall commence within one hundred eighty days of taking title to the property and shall be completed within two years of the date of property conveyance. If not completed in two years or begun within one hundred eighty days of the conveyance, title to the property reverts to the City.

Becoming a Certified Housing Developer

To become a certified housing developer you must submit an application to the Department of Planning and Development, Office of Housing and Community Development. The application will be reviewed by a Committee with representative from various City of Jackson departments. A copy of the application is included in this manual.

After being certified as a Housing Developer the applicant begins the process of developing a plan for specific parcels of City owned property. It is recommended that a perspective Developer consult with the Planning Department regarding the future land use plan, neighborhood plan, or zoning requirements, for specific parcels.

The Development Plan

Land Bank policy allows for an individual to develop one parcel or for a certified housing developer to develop several parcels at one time. To encourage in-fill development the City of Jackson target neighborhoods that have a number of city owned vacant parcels. The development plan should possess the following:

1. An explanation that explains the proposed project including a site plan and other documentation. The proposed development should complement the character of the neighborhood in which the property is located and should be consistent with the City's adopted plans policies and guidelines.
2. Documented financial capacity sufficient to complete and sustain the proposed project must be provided. The developer must provide financial statements, references, an organizational chart, a marketing plan, and proof of insurance.
3. The applicant must have at least three years of experience in the type of development proposed. However, the Department Planning and Development may on a case by case basis waive the 3 year requirement.
4. Consideration will not be given if there are properties in tax arrears for violation of the International Property Maintenance Code, the City of Jackson Zoning Ordinance, or any other section of the City of Jackson Code of Ordinances.

The Plan will be reviewed by the Land Bank Committee that has experience in the various disciplines associated with housing development.

Proposals can be submitted at any time during the year. A written response will be provided to the applicant within sixty days of receipt of the application.

Parcel Types

Non-Buildable Parcels (Less Than a 40 Foot Frontage): To purchase a Land Bank parcel for yard expansion, the requested parcel must be adjacent to the applicant's property. In making application to purchase a Land Bank parcel for yard expansion, the applicant agrees to the following:

1. To maintain the applicant's property and the Land Bank
2. To pay all real estate property taxes and assessments on both the applicant's property and Land Bank property
3. To obtain any and all necessary approvals from the City before erecting any permanent structures on the property (i.e. garage, fencing, paving, etc.).

Buildable Parcels (Forty Feet of Frontage or More): In making application to purchase or lease a Land Bank parcel for development purposes such as constructing a new home, garage or business; expansion of a present business; for parking purposes, etc. the applicant agrees to the following:

1. All proposed new construction shall comply with local building and housing codes and current zoning regulations; and
2. All proposed new construction shall be submitted for design approval to the Department Planning and Development.

Side Parcels Program. Land Bank properties that have less than 25 feet of frontage are available for free to any adjoining property owner. To acquire this land bank property, a person must meet the following qualifications:

1. Occupy residential property adjacent to the subject land bank property, and this person's property must share at least 75% of a common boundary with the subject parcel;
2. Have no properties in tax arrears or in violation of the International Property Maintenance Code, the City of Jackson Zoning Ordinance, or any other section of the City of Jackson Code of Ordinances; and
3. Must agree to combine the subject parcel with his or her current property to create one tax parcel.

Land Bank Fees:

The minimum value of a Land Bank property is determined as follows:

1. Non-buildable parcels are sold for \$100.00 plus any taxes, fee, or other costs to the City of Jackson directly associated with the parcel conveyance.
2. Buildable parcels for yard expansion are sold for \$10.00 per front foot plus any taxes, fee, or costs to the City of Jackson directly associated with the parcel conveyance.
3. Buildable parcels requested for new housing construction are sold for \$100.00 plus any taxes, fee, or costs to the City of Jackson directly associated with the parcel conveyance.
4. Property requested for commercial use will be sold in accordance with Section 21-17-1 of the Mississippi Code.

BUILDING PERMIT FEES

VALUATION	PERMIT FEES
*\$1 - \$1,000	\$20.00
\$1,000 - \$50,000	\$20.00 for the first \$1,000 plus \$5.00 for each \$1,000 or fraction thereof
\$50,000 - \$100,000	\$300.00 plus \$6.00 for each \$1,000 or fraction thereof
\$100,000 - \$500,000	\$500.00 plus \$5.00 for each \$1,000 or fraction thereof
\$500,000 and over	\$1,800.00 plus \$3.00 for each \$1,000 or fraction thereof
Plan-Checking Fees	When the valuation of the proposed construction exceeds \$1,000 and a plan is required to be submitted. Plan- checking fee shall be equal to ½ of the building permit fee. Plan- checking fee is in addition to the building permit fee.
Filing Fee * (Included in Fees) Record Fee	\$20.00 (Non-Refundable) \$ 1.00
Minimum valuation of the work shall be determine by the Building Official based on nationally recognized standards and shall include the value of materials, labor, overhead and profit.	
ADDITIONAL BUILDING PERMIT FEES	
Bond Maintenance	\$25.00
Code of Compliance	\$50.00
*Demolition Fee	\$100.00
Duplicate Cert. of Occupancy	\$30.00
Duplicate Permits	\$10.00
Duplicate Permit Cards	\$15.00
Existing Building Certification	\$50.00
*Landscaping Fee	\$45.00
*Moving Fee	\$220.00

GAS PERMIT FEES

Filing Fee	\$20.00 (Non-Refundable)
Record Fee	\$ 1.00
Inspection of consumers' gas piping at one location (including both rough and final piping inspection)	\$10.00 for 1-4 outlets, inclusive and \$1.00 for each additional outlet
Inspection of conversion burners, floor furnaces, incinerators, boilers, or central heating or air conditioning units	\$10.00 for one unit and \$1.00 each additional unit
Inspection of vented wall furnaces and water heaters	\$10.00 for one unit \$1.00 each additional unit
Reinspection	\$10.00 for each additional inspection
Penalty for commencement of work prior to obtaining permit and application	Double the inspection fees

PLUMBING PERMIT FEES

Filing Fee	\$20.00 (Non-Refundable)
Record Fee	\$ 1.00
Plumbing fixture, floor drain or trap including water and drainage piping	\$5.00
Each house sewer	\$10.00
Each house sewer having to be replaced or repaired	\$10.00
Each cesspool	\$10.00
Each septic tank and seepage pit or drainfield	\$15.00
For each water heater and/or vent	\$5.00
For installation, alteration or repair of water piping and/or water treating equipment	\$10.00
For repair or alteration of drainage or vent piping	\$10.00
For vacuum breakers or backflow protective devices installed subsequent to the installation of the piping or equipment served.	One – Five \$5.00 Five or more an additional \$3.00

ELECTRICAL PERMIT FEES

Residential	Commercial
Replace Service \$20.00 each	1 (Phase) Branch circuit, Feeder, Service
Branch Circuit or Breaker \$ 5.00 each	110 V \$ 5.00 each
Water Heater \$ 5.00 each	220V \$ 3.75 each
Dishwasher \$ 5.00 each	3 (Phase) Branch circuit, Feeder, Service
Electric Dryer \$ 5.00 each	Up to 200A \$ 8.00 each
Heat Pump \$5.00 each	201-400A \$18.00 each
Air Condition Unit \$ 5.00 each	401-600A \$20.00 each
Electric Heater \$5.00 each	601-800A \$25.00 each
Electric Range \$5.00 each	801-1000A \$30.00 each
Electric Cooktop \$5.00 each	1001-1200A \$30.00 each
Electric Oven \$ 5.00 each	1201-1600A \$37.50 each
Garage Door Opener \$ 5.00 each	1601-2000A \$45.00 each
Swimming Pool \$ 5.00 each	Over 2000A \$60.00 each
Repairs, each circuit \$5.00 each	INSTALLING OR REPLACING MOTORS
	1 hp to 5 hp . \$ 5.00each
Reconnection	6 hp to 10 hp \$ 8.00 each
Minimum Permit Fee \$10.00	11 hp to 20 hp \$ 9.00 each
Residential Filing Fee \$ 20.00 **(Non Refundable)	21 hp to 30 hp \$12.00 each
	31 hp to 50 hp \$18.00 each
Record Fee \$ 1.00	51 hp to 75 hp \$22.50 each
	Over 75 hp \$30.00 each
	For electrical heating equipment, generators, transformers, or capacitors, the same schedule as motors shall apply. One horsepower = 746 watts
	Any repair shall be on a per circuit basis.

	Minimum commercial permit fee \$15.00
	Commercial filing fee \$20.00 **(N/R)
Return Inspection Fee \$15.00 *(add \$5.00 for each additional inspection, i.e., fee is cumulative, e.g. \$20.00 for second return, \$25.00 for third return, etc.)	
Signs	
Use Commercial Service of Branch Circuit Fees Minimum Sign Fee \$10.00	
Filing Fee \$20.00 **(N/R) *Return Inspection Fee \$15.00	

MECHANICAL PERMIT FEES

Filing Fee	\$20.00 Non-Refundable
Record Fee	\$1.00
Inspection of heating, ventilating, ductwork, air conditioning and refrigeration systems	\$15.00 for first \$1,000 or fraction thereof, of valuation of the installation plus \$3.00 for each additional \$1,000.00 or fraction thereof.
Inspecting repairs, alterations and additions to an existing system	\$10.00 plus \$3.00 for each \$1,000.00 or fraction of.
Inspecting boilers based upon BTU input	33,000 Btu (1 BHp) to 165,000 (5 BHp) \$5.00; 165,001 Btu (5 BHp) to 330,000 (10 BHp) \$10.00; 330,001 Btu (10 BHp) to 1,165,000 (52 BHp) \$15.00; 1,165,001 (52 BHp) to 3,300,000 (98 BHp) \$25.00; Over 3,300,000 Btu \$35.00
Reinspection of heating, ventilation, air conditioning or refrigeration system or boiler installation	\$10.00 for each additional inspection
Preliminary inspection permitting temporary operation of a heating, ventilating, refrigeration, or air conditioning system or portion thereof	\$10.00 fee to be paid by contractor requesting the preliminary inspection. The usual reinspection fee of \$10.00 applies if there is a subsequent preliminary reinspection.
Buildings except one and two family dwellings where self-contained air conditioning units of less than two tons are to be installed.	Total cost of all units combined.

Appeal of Decisions of the Planning Department

Parties aggrieved by a decision of the Land Bank Committee may file a letter of appeal to the Planning Director within ten days of the decision in order to schedule a public hearing on the matter before the City Council.

The City of Jackson wishes to thank you for your interest in developing affordable, workforce housing for the citizens of our City. We hope this manual is helpful to you.

Important Contact Information

Staff Person	Title/Department	Phone Number
Ester Ainsworth	Land Use Manager	601-960-2001
Louis Armstrong	Deputy Director/Housing Division	601-960-2155
A. D. Bourne	Zoning	601-960-2037
Joseph Wansley	Zoning Manager	601-960-2253
	Senior Land Use Planner	601-960-2266
	Building Permits	601-960-1159
Bigi Zhao	Historic Preservation Planner	601-960-2006
John Thompson	Water/Sewer Taps	601-960-2041
Wanda Knott	Water/Sewer Service	601-960-2000

This manual was developed by the City of Jackson Department of Planning and Development, Housing Division, to serve as a guide to those interested in developing affordable housing in the City of Jackson.



**City of Jackson, Mississippi
Land Bank Program**



Parcel No: _____

**APPLICATION FOR LAND BANK PROPERTY
(*FOR INDIVIDUALS*)**

Section 1: Personal Information

Applicant's Full Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Address or Location of Property You Wish to Purchase: _____

Section 2: Proposed Land Bank Purchase

1. Address(s) of the Property _____

() Vacant Land

() Structure

2. Proposed Use of the Property:

() Yard Extension – (No Requirement)

() Parking (Residential/No Requirement-Commercial/Requires Use Permit/Site Plan Review)

() Garage (Requires Building Permit)

() Home Addition (Requires Building Permit)

() New Home Construction (Requires Building Permit)

() Commercial Construction (Requires Building Permit/Site Plan Review)

() Rehabilitation of existing structure (Requires Building Permit)

() Other: _____

City of Jackson Departmental Contacts:

Site Plan Review – Joseph Warnsley (601) 960-2253 – Building Permits – (601) 960-1159)

Section 3: Construction Project Information

1. Does the project comply with current zoning? Yes _____ No _____
(Call Zoning at 601-960-2037)
2. Type of Ownership: Individual: _____ Corporation: _____ Nonprofit: _____ Other: _____

Note: Before final approval of this Application can be granted, financial data, site plans, conceptual drawings and/or sketches relative to the proposed construction improvement(s) must be submitted to the Housing Division of the Planning and Development Department for review and comment.

3. Proposed use of property:
☐ Home Ownership
☐ Rental Home
☐ Business/Commercial Use
☐ Apartments
☐ Other, Specify: _____
4. Will you seek Tax Increment Financing or other public tax exemptions? _____
5. How do you intend to finance the construction of the improvements?

6. Are you working with any local non-profit neighborhood organization? _____yes _____ no
If yes, please identify: _____
7. Starting Project Date: _____ Completion Date: _____

Comments: _____

Section 4: Additional Comments & Term of Proposal

Incomplete applications will not be considered and will be returned to the sender.

As the applicant I attest that the information in this proposal is accurate. I attest that I have read the City of Jackson's Land Bank policy and agree to the terms and conditions of it. I understand that the City of Jackson reserves the rights to reject any proposal without cause.

Applicant's Signature

Print Your Name

Date

Return Completed Application to:

City of Jackson – Land Bank/Surplus Property Division



**City of Jackson
Land Bank Development Project
APPLICATION**

THIS AREA FOR STAFF USE ONLY.

Date received:

Project #:

(FOR ORGANIZATIONS ONLY)**

Please complete and answer all questions accurately and completely. Please type or print in blue or black ink. All attached information must accompany the application at time of receipt.

APPLICANT INFORMATION

1. Lead Applicant/Organization Name: _____

Contact Person Name & Title: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Fax: _____ Email: _____

2. Secondary/Partner Applicant/Organization Name (if applicable): _____

Contact Person & Title: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Home Phone: _____

Fax: _____ Email: _____

3. Applying as:

☐ Individual ☐ Non-Profit with 501(c) 3 status ☐ Certified Housing Organization

☐ Private For-Profit Organization ☐ Public Organization ☐ None of the Above

4 If applicant is a Non-Profit 501 (c)3 Organization, Private For-Profit Organization or Public Organization, please attach a one-page list of your current Board members and indicate the experience and background they bring to your organization.

5 If applicant is a Non-Profit 501 (c) 3 Organization, please include evidence that the proposed project has the support of the organization's Board of Directors.

6. Federal Tax or Employer Identification Number: _____

7. Does your organization mainly serve (check one, if applicable):

- ☐ Working Class ☐ Elderly ☐ Disabled Adults ☐ Homeless Persons
☐ Illiterate Adults ☐ Battered Family ☐ Migrant Workers ☐ Persons with AIDS
☐ Other (Specify) _____

PARCEL/PROPERTY INFORMATION

8. Parcel Number(s): _____

9. Address(s)/Location(s) of the Parcel/Property: _____

10. Current Status of Parcel/Property:

- ☐ Vacant Land ☐ Existing Structure(s)

11. Proposed Use of the Parcel/Property: check all that apply

- ☐ Yard Extension ☐ Parking/Driveway ☐ Garage/Covered Parking
(Requires Building Permit)
☐ Home Addition (Requires Building Permit)
☐ New Home(s) Construction (Requires Building Permit)
☐ Commercial Construction (Requires Building Permit)
☐ Rehabilitation of existing structure (Requires Building Permit)
☐ Other (Specify): _____

PROJECT INFORMATION

12. Project Name _____

a. Type of Project: check only one

☐ Rental Housing ☐ Single Family Home ☐ Multi-Family/Apartments

☐ Business/Commercial ☐ Other (specify):

b. Type of Proposed Project Activity: check only one

☐ New Construction ☐ Rehabilitation ☐ Infrastructure Improvement

☐ Other (specify):

c. Does the applicant intend to seek any public financing, assistance or incentives from local, state or federal sources?: ☐ Yes ☐ No
If Yes, Please list all that apply:

d. Project Summary (brief description):

e. **Must** attach an irrevocable letter of credit or pre-approval letter from your bank or financing source.

f. **Must** attach conceptual drawings, architectural renderings or site plans of the proposed project.

NOTE: Before final approval of this Application can be granted, site plans, conceptual drawings and/or sketches relative to the proposed construction improvement(s) must be submitted to the Planning and Development Department for review and comment.

13. a. Zoning:

Current Zoning Designation: _____

Is the Project a Permitted Use that Complies with Current Zoning? ☐ Yes ☐ No

b. Development Status:

Has project had a Conceptual Review by the Planning Department? ☐ Yes ☐ No

c. If applicable, has this project had a neighborhood meeting? ☐ Yes ☐ No

If yes, Date and Location(s):

If not, is one planned, date and location(s)? ☐ Yes ☐ No

PROJECT CONTEXT

14. a. Objectives – This Proposed Project (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Provides Decent Affordable Housing | <input type="checkbox"/> Creates a Suitable Living Environment |
| <input type="checkbox"/> Provides Economic Development | <input type="checkbox"/> Strengthens Quality of Life |

b. Outcomes – This Proposed Project Addresses (check all that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Availability/Accessibility | <input type="checkbox"/> Affordability | <input type="checkbox"/> Sustainability |
|---|--|---|

PROJECT GOALS

15. Using bullet points, specifically describe the Project Goals for providing or assisting in the preservation or expansion of affordable housing in the City of Jackson:

PROJECT TIMELINE

16. Briefly outline the proposed timetable for the improvements to the property requested (include other project factors such as re-zoning, construction schedule, or funding). Please note: If conveyed, this schedule will serve as the basis for accountability.

<u>Start Date(s)</u>	<u>Completion Date(s)</u>	<u>Description of Activity</u>

PROJECT/ORGANIZATION FINANCIAL CAPACITY

17. Please attach evidence of your or your organization's capacity and experience (years and previous similar projects) to undertake and complete the proposed project within the established timetable and budget (include evidence of financial commitment(s) from funding sources). Please limit financial commitment documents to five pages.

a. Has your organization borrowed money in the last 12 months? ☐ Yes ☐ No

If YES, what was the purpose for borrowing? Please provide the terms and conditions for repayment: _____

b. Is there any financial restructuring anticipated by the organization to address financing shortfalls, debt restructuring, working capital, etc. in the next 12

months? ☐ Yes ☐ No

If YES, please explain: _____

c. Based on your organization's most recent audit, were there any outcomes or findings that changed the way the organization does business? ☐ Yes ☐ No

PREVIOUS TAX LIENS

18. Have you or your organization had any tax liens placed on you or its property in the LAST 3 YEARS? ☐ Yes ☐ No

PREVIOUS CITY FUNDING

19. Please list any City funds or contracts your organization received in the LAST 3 YEARS, most recent first, and whether or not said funding will be applied to this Project.

Year	Project Name	Amount Awarded	Amount Expended to Date	

SIGNATURE BLOCK

20. The information contained in this application is truthful and accurate to the best of the applicant's knowledge. I attest that I have read the City of Jackson's Land Bank Policy and agree to the terms and conditions thereof. The applicant acknowledges that the failure to include all information necessary for a competent and complete review or to include information that is untruthful, the City of Jackson reserves the right to reject this application and the summary termination of any Agreement resulting without cause.

Name (Print)	
Name (Signature)	Date
Title (must be signatory authority)	

CITY OF JACKSON LAND BANK PROPERTY PROGRAM
ORGANIZATION BOARD OF DIRECTORS ACKNOWLEDGEMENT

Organization/Entity: _____ Date: _____

Signatures must be by Board Members for the agency/entity that is/will be the property owner of record for the subject property on the Land Bank Program application.

- The Board of Directors approves application submittal for the City of Jackson Land Bank Property Program.

Project Description: _____

Parcel(s)/Property(s) Requested: _____

- The Board of Directors understands and acknowledges that it has the financial capability to undertake any improvements to the property as outlined in its City of Jackson Land Bank Program application.
- The Board of Directors understands and acknowledges that a Deed of Trust will be issued, and effectively convey ownership of the property under MS Code 21:17:1. The Board further understands that it is its responsibility to maintain said property in accordance with all applicable City of Jackson Code of Ordinances and the laws of the State of Mississippi. In addition, Restrictive Covenants on the property may be implemented.

Name (PRINT)

Name (PRINT)

Signature

Signature

Board Title

Board Title

ATTEST: _____
Executive Director